

Request for Information

for

A Procure to Pay contract management solution

for

Consolidated Technology Services

M14-RFI-074

Issued: January 28, 2014

1) SUBJECT

This Request for Information (RFI) is seeking information that will assist in the procurement and implementation of a procure to pay acquisition and contract management solution that can meet the requirements identified by Washington State Department of Consolidated Technology Services (CTS).

2) RESPONSES DUE

We are requesting that vendors respond with any preprinted materials that would provide the information we request, and short answers to the questions listed in the criteria section of this RFI.

Please provide your responses in an electronic format, such as Acrobat or Microsoft Word. This will assist in our review process. We value your time and do not want you to spend your time preparing lengthy responses. After reviewing the responses, vendors may be selected for presentations to be given locally in the Olympia area, or via the web. Please include in your response how you would propose to do a presentation if you are selected.

Vendors should also be prepared to provide fully-functional evaluation copies of any proposed software upon request, as a follow up to this RFI.

Responses to this RFI should be submitted to the Project Coordinator no later than February 11th, 2014 at 4:00 p.m., Pacific Daylight Time.

Please do not cut and paste your responses into this RFI. Instead provide your response as a separate document and include numbers referencing the RFI section you are responding to. Only the one electronic copy need be submitted.

E-mail is the preferred method of delivery. Hardcopy responses and materials will be accepted; faxed responses will not. Please submit responses to the RFI Coordinator at the following address and/or email:

Mailing Address

Attn: **Alexandria Smith**
Consolidated Technology Services
Office of Legal Services
1500 Jefferson Street
PO Box 41501
Olympia, WA 98501

Email Address

Alex.Smith@cts.wa.gov

Questions should be directed to the RFI Coordinator at (360) 407-9082

3) DESCRIPTION

CTS is seeking information related to a “procure to pay” contract management system (“Solution”) to ensure accurate creation, modification, and tracking of agency legal agreements. CTS is specifically

interested in on premise solutions but would welcome information on software as a service solutions as well.

For each set of requirements, please describe if the requirement is out of the box or is a configurable requirement.

Specifically, this RFI seeks the information on the following requirements:

1. Contract Repository

- 1.1. Describe the ability of the Solution to store contracts.
 - 1.1.1. Describe the method in which contract files (pdf) will be stored and accessed by the System.
- 1.2. Describe the ability of the Solution to import images in pdf format
- 1.3. Describe the ability of the Solution to import data from Microsoft Access databases.
- 1.4. Describe the ability of the Solution to track contract amendments.
- 1.5. Describe the ability of the Solution to maintain multiple documents (pdf, word, excel) in conjunction with contracts and/or contract amendments.
- 1.6. Describe the ability of the Solution to track the amount of purchases made off of the contract.
 - 1.6.1. The Solution should be able to send a notification when the purchase amount reaches a set limit.
- 1.7. Describe the Solution's ability to customize the data collected.
- 1.8. Describe the ability of the Solution to track various requirements.
- 1.9. Describe the ability of the Solution to store vendor information and vendor contacts.
 - 1.9.1. The Solution should be able to store multiple vendor contacts with titles for each individual.
- 1.10. Describe the ability of the Solution to provide access to multiple users simultaneously.
- 1.11. Describe the ability of the Solution to generate reports based upon contract expiration dates, contract type, vendor name, administrator name, etc.
- 1.12. Describe the ability of the Solution to generate contract numbers, acquisition numbers, and amendment numbers sequentially
- 1.13. Describe the ability of the Solution to search by contract name, contract number, product, contract type, vendor, etc.
- 1.14. Describe the ability of the Solution to make administrative changes to contracts, vendors, and contract numbers.
- 1.15. Describe the ability of the Solution to integrate with other programs.
- 1.16. Describe the security features in place to protect the data within the Solution.
- 1.17. Please describe the automated reminders or other notices generated by the Solution.
- 1.18. Describe the audit features of the Solution.

2. Contract Authoring

- 2.1. Describe the ability of the Solution to store contract and amendment templates.
 - 2.1.1. Describe the ability of the Solution to store templates based on type of contract
 - 2.1.2. Describe the ability of the Solution to implement updates to the stored templates.
- 2.2. Describe the ability of the Solution to create a new contract from within the program.
 - 2.2.1. Describe the ability of the Solution to edit the contract during creation and after completion.

- 2.3. Describe the ability of the Contract Managing System to certify and maintain electronic signatures.
 - 2.3.1.If a third party electronic signature company is used (e.g. DocuSign) provide license terms.

3. Procurement Management

- 3.1. Describe the ability of the Solution to integrate a procurement solution that allows for requests to be submitted, approvals to be given and Purchase Orders (field orders) to be created.
- 3.2. Describe the number of simultaneous users allowed.
- 3.3. Describe the abilities of the Solution's user management interface
- 3.4. Describe the administrative features available in the Solution

4. Payment Management

- 4.1. Describe the ability of the Solution to integrate a payment management solution that allows for purchase orders (field orders) to be fulfilled, warrants issued, and payments sent to vendors

5. Service Level Agreements

- 5.1. Describe the solution's ability to create and track Service Level Agreement, both inbound and outbound.

6. Asset Management

- 6.1. Please describe the solution's asset management features.

7. Telecommunications

- 7.1. Describe the Solution's telecommunication expense management (TEM) functionality. Please include what information the TEM component tracks and manages.

8. Performance Monitoring

- 8.1. Please describe the Solution's ability to track and monitoring contract performance measurements.
- 8.2. Please describe the post-execution contract management functionality.
- 8.3. Please describe the contract compliance functionality.
- 8.4. Please describe the Solution's spend analysis functionality.

9. Support

- 9.1. Describe the Solution's support options and response escalation procedures.

10. Other

- 10.1. Please describe the Solution's tracking, workflow, dashboards, and reporting features.
- 10.2. Please describe the Solution's e-sourcing and strategic sourcing functionality.
- 10.3. Please describe the Solution's supply base management functionality.
- 10.4. Provide licensing terms for the Solution.

1) SAMPLE RESPONSE OUTLINE

Following is a suggested outline for a response to this RFI. This outline is intended to minimize the effort of the vendor and structure the responses for ease of analysis by CTS. Nevertheless, vendors are free to develop their response as they see fit.

Section 1 – Responses to Requirements

Provide detailed answers to numbered requirements listed above.

Section 2 – Cost and Schedule Estimates

Provide estimates for all costs associated with implementing the Solution (e.g. Initial license fees, annual maintenance)

Provide estimates for time to import current contracts, templates, etc., into the Solution

Section 3 – Corporate Expertise

Briefly describe your company, your products and services, history, ownership, financial information, and other information you deem relevant.

In particular, please describe any projects you have been involved in that are similar in concept to what is described in this RFI, including management and operations approach, and any relevant lessons learned.

Section 4 – Additional Materials and Others Items We Should Consider

Please provide any other materials, suggestions, and discussion you deem appropriate.

2) OPTIONAL- INFORMATION EXCHANGE MEETINGS

CTS may, in its sole discretion, consider meeting individually with potential vendors for follow up information as CTS deems necessary. CTS will contact the vendors if it decides to engage in informational exchange meetings.

3) DISCLAIMERS

This RFI is issued solely for information and planning purposes only and does not constitute a solicitation. The issuance of this RFI and your preparation and submission of information do not commit CTS to any contractual relationship, directly or indirectly. CTS will not reimburse or make payment for any costs incurred in the preparation and submittal of your response. The representations made by the Vendor in their Responses will be considered material representations of fact upon which reliance shall be placed if CTS determines to enter into a subsequent RFP or contract.

Response Property of CTS

All materials submitted in response to this RFI become the property of CTS. CTS has the right to use any of the ideas presented in any such materials.

Proprietary Information

Any information contained in the response that is proprietary or confidential must be clearly designated.

Marking of the entire response as proprietary or confidential will neither be accepted nor honored.

CTS will not accept responses where pricing is marked proprietary or confidential.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, CTS will maintain the confidentiality of Vendor's information marked "confidential" or "proprietary." If a request is made to view Vendor's proprietary information, CTS will notify Vendor of the request and of the date that the records will be released to the requester unless Vendor obtains a court order enjoining that disclosure. If Vendor fails to obtain the court order enjoining disclosure, CTS will release the requested information on the date specified.